

**CHESAPEAKE  
MASS DISASTER PLANNING COMMITTEE**

**Meeting Date: September 17, 2007**

Chesapeake Health Department – 2<sup>nd</sup> Floor, Library Conference Room

**Attendees:** K. Bogan, Health Dept.; L. Bermudo, Health Dept.; J. Buddenhagen, Human Services; P. Brumund, Health Dept.; M. Oblinsky, Fire Dept.; R. Rendin, Health Dept.; B. Robinson, Public Schools; C. Sheely, Public Schools; R. Torre Mills, Community Service Board; T. Torres, Police Department; B. Washburn, Health Dept

Minutes by : L.J. Bermudo

<b>Project /Agenda Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
1. Introductions	R. Rendin introduced Kim Bogan as the Special Delivery 2007 Dispensing Coordinator.	N/A	N/A
2. Review/Approval of Previous Minutes	Minutes from the May 17, 2007 were approved.	N/A	N/A
3. Exercise “Special Delivery 07”	<p>R. Rendin discussed some goals for Special Delivery 07 to identify the prep time and staffing requirements, and create community awareness.</p> <p>The scope of the event will have 4 school buses and 4 bus routes provided. The buses will deliver to 1000 Chesapeake residents.</p> <p>The event was discussed to be held at Western Branch High School on November 6, 2007</p> <p>The launch of the buses is scheduled at 12:00 p.m. on the day of the event, however, preparation time still needs to be accounted for to determine the arrival time of staff and volunteers.</p> <p>In regards to advance preparation requirements, the committee discussed that there will need to be approximately 4 volunteers in each of the buses, with a total of 16 volunteers on the buses. The committee agreed on using the “fortune cookie” technique used at the last Special Delivery; in which an info sheet will be placed inside the vials with a contact number to call. R. Torre Mills suggested doing a short-mock preparation of the event prior to the event day and estimating the amount of time needed to prepare all 1000 bags. In addition, a call-sheet needs to be developed for the call centers. A sub-committee will meet in regards to the logistics of the day of the event.</p> <p>All 4 routes were mapped out using GIS. Each route has specific parcels (residential homes) in which to deliver. There are approximately 250 parcels per route. M. Oblinsky advised that she will fine tune the routes for</p>	<p>Planning of the exercise “Special Delivery 07”</p> <p>N/A</p> <p>N/A</p> <p>Determine arrival time for volunteers and staff</p> <p>Assemble call-sheet for call centers</p> <p>Sub-committee meet to discuss logistics of event</p> <p>Fine tune route maps</p>	<p>All/ Ongoing</p> <p>N/A</p> <p>N/A</p> <p>Sub-Committee/10-26-07</p> <p>Sub-Committee/ 10-26-07</p> <p>Sub-Committee/ 10-20-07</p> <p>M. Oblinsky/ 10-31-07</p>

	<p>the day of the event.</p> <p>The committee is expecting high participation from MRC and CERT. It was discussed that a total of 16 volunteers are needed, just for the bus routes. More volunteers are still needed to prepare and set up for the day of the event.</p> <p>Captain T. Torres from the Chesapeake Police Department, advised that the Police Dept. is in the process of developing an plan of action in regards to the Special Delivery scenario. Captain T. Torres advised that he will be able to provide man-power for crowd control and on the buses.</p> <p>R. Rendin will discuss event with City Manager.</p>	<p>Contact MRC and CERT to determine who will be able to volunteer</p> <p>Put together volunteer list</p> <p>Meet with City Manager and discuss event</p>	<p>Committee/ 10-31-07</p> <p>L. Bermudo/</p> <p>R. Rendin/</p>
4. Plan refinement	R. Rendin advised members that plan for Special Delivery needs to be amended to include Job Action Guides for security and public safety options.	Amend plan to include JAGs for security and public safety options	R. Rendin/
5. First Responder Cache	R. Rendin advised that we currently have antibiotics in Norfolk which will be placed at Fire Station #5 in Chesapeake once space is provided. This Cache will go to first responders such as police department, fire department, etc. when needed for an emergency.	Ongoing/ Update members	R. Rendin/ On going
6. Ad Hoc Issues	P. Brumund suggested using FEMA protocol from a previous exercise done in Florida.		P. Brumund/
7. Next Meeting	December 20, 2007 at 9:00 a.m. Health Dept. Library	Attend	All